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## Staff Report

HEARING DATE: September 18, 2013

TO: Planning Commission

FROM: Scott Whyte, Senior Planner

APPLICATIONS: **CU2013-0006 – Beaverton City Hall Relocation to 12725 SW Millikan Way**

LOCATION: 12725 SW Millikan Way, Assessor's Map 1S1-16AA, Tax Lot 8500

ZONING: Regional Center – Transit Oriented (RC-TO)

NAC: Central Beaverton Neighborhood Association Committee

REQUEST: Conditional use proposal to relocate City general municipal services to the building and property addressed at 12725 SW Millikan Way.

APPLICANT: City of Beaverton  
Attn: Liz Jones and Tyler Ryerson  
4755 SW Griffith Drive  
Beaverton, OR 97076

APPLICANT REPRESENTATIVES: The Bookin Group LLC  
Attn: Beverly Bookin  
813 SW Alder Street, Suite 320  
Portland OR 97205

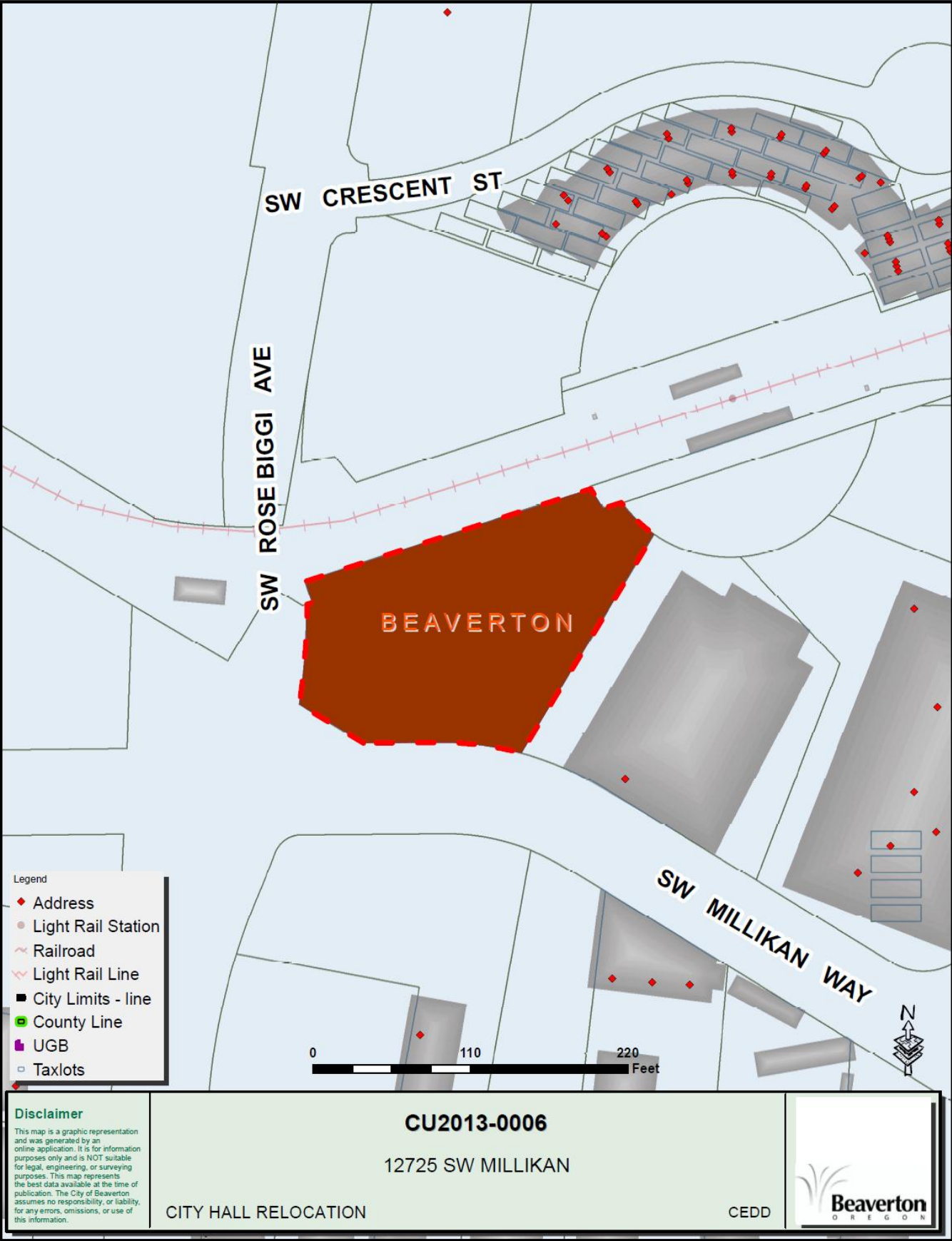
Rick Williams Consulting  
610 SW Alder Street, Suite 1221  
Portland, OR 97205

Kittleson & Associates, Inc.  
610 SW Alder Street, Suite 700  
Portland, OR 97205

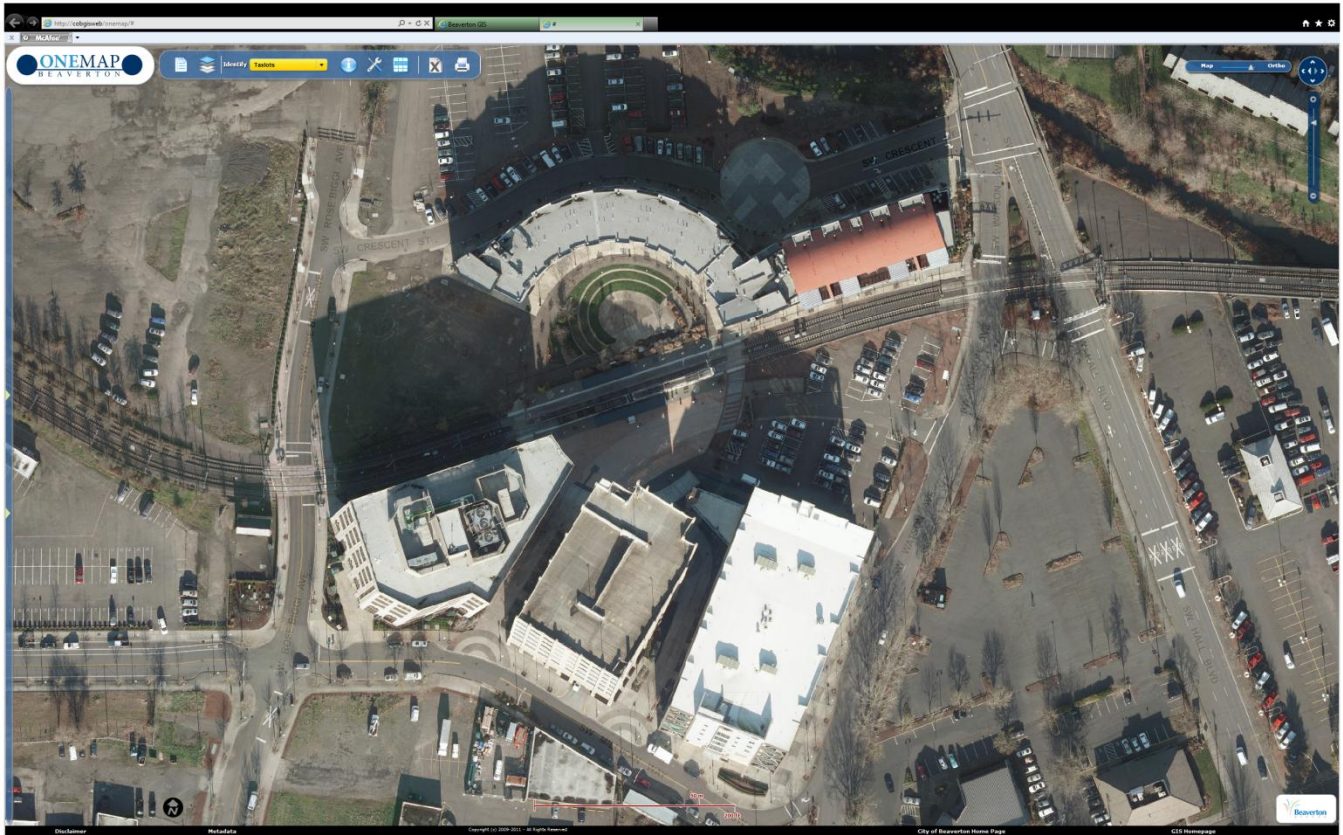
APPROVAL CRITERIA: Development Code Sections 40.03 (*Facilities Review*) and 40.15.15.3.C (*Conditional Use*)

RECOMMENDATION: **APPROVAL** of **CU2013-0006 – Beaverton City Hall Relocation** subject to conditions identified at the end of this report.

Vicinity Map

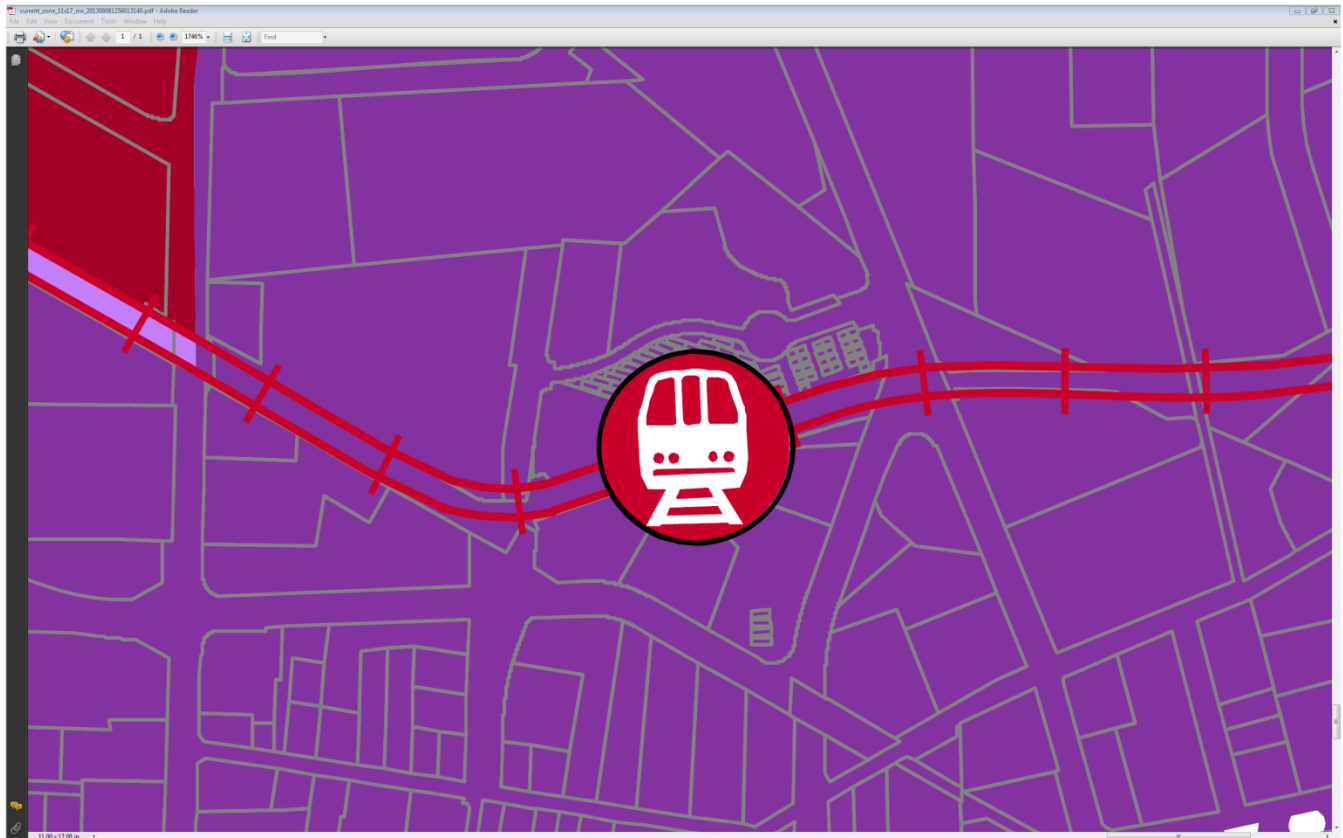


## Aerial Map



## Zoning Map

(All surrounding properties are zoned RC-TO)



## BACKGROUND FACTS

### Key Application Dates

<u>Application No.</u>	<u>Submittal Date</u>	<u>Deemed Complete</u>	<u>Day 120</u>
CU2013-0006	July 12, 2013	August 7, 2013	December 5, 2013

### Existing Conditions Table

<b>Zoning</b>	Regional Center - Transit Oriented (RC-TO)	
<b>Current Development</b>	Five story office building with a total floor area of 107,650 square feet.	
<b>Site Size &amp; Location</b>	The site is generally located on the north side SW Millikan Way, immediately south of the Beaverton Central MAX Light Rail Transit station. The site is also described as Lot 9 of The Round at Beaverton Central. The building is also known as South Office Building at The Round. Total site is approximately 21,753 square feet.	
<b>NAC</b>	Central Beaverton	
<b>Surrounding Uses</b>	<u>Zoning:</u> North: RC-TO South: RC-TO East: RC-TO West: RC-TO	<u>Uses:</u> North: Mixed Use (Residential over Retail/Service/Eating and Drinking) South: Retail, service, vacant East: Parking Garage West: Retail, service, vacant

## SUMMARY

The proposal is to relocate City general municipal services to the building and property identified above. Page II-3 of the applicant's narrative identifies all City departments expected to relocate to the subject building. City Police and Court services are not subject to relocation. It is estimated that up to 175 employees will relocate immediately, with a potential increase to 185 employees over the next five years. City general services will occupy approximately 57,500 square feet of the existing office floor space. The relocation proposal includes office space on the ground floor level that will be converted to Council Chambers. No exterior building or site modifications are proposed. In the City RC-TO zone, *Public Buildings, Services and Uses* are allowed through Conditional Use approval. The City Development Code (Chapter 90) defines Public Buildings as: *Structures, services and uses such as City Hall, Post Office, Police and Fire Stations.*

Notice was posted on-site on August 14, 2013. Notice was also mailed property owners within a 500-foot vicinity on August 13, 2013. Also, legal notice was published in the Valley Times on August 15, 2013. There are no other land use applications associated with this proposal. To the date of this report, staff has received no written testimony.

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## FACILITIES REVIEW COMMITTEE TECHNICAL REVIEW AND RECOMMENDATIONS CU2013-0006

### **Section 40.03 Facilities Review Committee:**

The Facilities Review Committee has conducted a technical review of the application in accordance with the criteria contained in Section 40.03 of the Development Code. The Committee's findings and recommended conditions of approval are provided to the decision-making authority. The decision-making authority will determine whether the application, as presented, meets the Facilities Review approval criteria for the subject application and may choose to adopt, not adopt, or modify the Committee's findings, below.

**The applicant's response to Section 40.03, Criteria A through F, is found on Pages IV-1 through V-10 (Summary of Proposal – Chapter IV Legal Findings) in the document of July 2013. The Committee incorporates as facts and findings hereto.**

- A. *All critical facilities and services related to the proposed development have, or can be improved to have, adequate capacity to serve the proposed development at the time of its completion.*

Findings: Chapter 90 of the Development Code defines "critical facilities" as services that include public water, public sanitary sewer, storm water drainage, treatment and detention, transportation and fire protection. In this case, no physical changes to the property are proposed.

In response to Criterion A, the applicant explains how City Hall will be a tenant of an existing building that was subject to earlier land use approval and building permits. Staff concurs with the applicant's statement. Additionally, staff notes that the applicant's proposal has been reviewed by the City Engineer. No concerns were identified with respect to the adequacy of water, sanitary sewer or other facilities necessary to serve the proposed use.

Staff also notes that the scope of this proposal is limited to a change of use associated with a building that has been designed for general office purposes. The relocation proposal includes office space that will be converted to Council Chambers at the ground floor. No exterior building or site modifications are proposed. As previously stated, City Police and Court services are not subject to relocation.

For transportation analysis, the applicant has provided a technical study prepared by Kittelson and Associates, Inc., dated June 13, 2013. Primary findings of the study show that relocating City general services to South Office Building at The Round is estimated to generate approximately 417 net new daily trips and twelve weekday p.m. peak hour trips, compared to the 499 daily vehicle trips assumed for the building space in a study conducted by Kittelson in 2006 for The Round (in consideration of proposed Building G at the time). The new study (for City Hall relocation) explains that the analysis does not consider additional transit reductions due to the proximity of transit service not present at the current location (p. 13 of the Kittelson study, 2013). The Kittelson study also shows that The Round location provides more than double the transit access opportunities than the current City Hall site.

The Kittelson study also shows that all of the study intersections and site access points are expected to continue to operate within acceptable levels of service during the p.m. peak hours. According to the Kittelson study, between 2008 and 2012, five intersections in the

study area had between three and 23 reported crashes. However, no identifiable trends were observed that warrant mitigation based on these crashes alone.

Conclusions of the Kittelson study indicate that the proposed relocation of City general services to The Round can be accommodated while maintaining acceptable levels of service and safety on the surrounding transportation system, assuming implementation of recommendations. Page 19 of the Kittelson study identifies these recommendations to include: 1) maintaining site-development related landscaping to ensure adequate sight distance is provided, and 2) coordination between City and ODOT staff to monitor and investigate potential solutions to those intersections with high number of crashes. In response to the Kittelson recommendations, staff notes that City-maintained landscape will continue to be maintained to ensure adequate sight distance for motorists. Staff will also continue to monitor these intersections and work with ODOT staff to investigate potential solutions. It should be noted that future street improvements to the intersection of SW Watson Avenue and SW Canyon Road are anticipated as identified through the Beaverton Civic Plan.

Because the transportation system is shown to have sufficient capacity to operate within acceptable levels for the proposed City Hall general services use, the Committee finds the proposal meets Criterion A.

**Therefore, the Committee finds that the proposal meets this approval criterion.**

- B. Essential facilities and services related to the proposed development are available, or can be made available, with adequate capacity to serve the development prior to its occupancy. In lieu of providing essential facilities and services, a specific plan may be approved if it adequately demonstrates that essential facilities, services, or both will be provided to serve the proposed development within five (5) years of occupancy.*

Findings: Chapter 90 of the Development Code defines “essential facilities” to be services that include schools, transit improvements, police protection, and on-site pedestrian and bicycle facilities in the public right-of-way. In response to Criterion B, the applicant states that all essential facilities and services to the property are already available as City Hall will be a tenant of the existing building and will use parking within an existing parking structure. Staff concurs. Additionally, staff notes that the Conditional Use proposal has been reviewed by City Police. No concerns were raised in response to service needs. Page five of the Kittelson study (referred to herein) identifies all transit facilities serving the site and vicinity.

**Therefore, the Committee finds the proposal meets this approval criterion.**

- C. The proposed development is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are modified by means of one or more applications which shall be already approved or which shall be considered concurrently with the subject application; provided, however, if the approval of the proposed development is contingent upon one or more additional applications, and the same is not approved, then the proposed development must comply with all applicable provisions of Chapter 20 (Land Uses).*

Findings: The Committee cites the Code Conformance Analysis chart at the end of this report, which evaluates the project as it relates the applicable Code requirements of Chapter



20 for the Regional Center-Transit Oriented (RC-TO) zone. The applicant's response to C also refers to the zone and accurately identifies public buildings as conditionally permitted.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- D. The proposed development is consistent with all applicable provisions of Chapter 60 (Special Requirements) and all improvements, dedications, or both, as required by the applicable provisions of Chapter 60 (Special Requirements), are provided or can be provided in rough proportion to the identified impact(s) of the proposed development.*

Finding: Staff cites the summarized findings shown to the Code Conformance Analysis chart at the end of the report, which evaluates the project as it relates to applicable Code requirements of Chapter 60.

As previously stated, the scope of this proposal is limited to a change of use associated with an existing building that has been designed for general office purposes. Except for the assembly use (Council Chambers) to be added on the ground floor, the function of this building will remain essentially the same. As previously stated, no exterior building or site modifications are proposed. Therefore, most standards as contained in Chapter 60 are not applicable to this proposal. In review of Chapter 60, staff found only one reference to the proposed use. This reference is found in Section 60.30.10.5.A (Off-Street Parking) which identifies a separate parking ratio standard for *Public Buildings and Structures*. The applicant responds thereto in pages IV-3 to IV-7 of the written narrative.

In response to the parking standard, the applicant correctly identifies the parking ratios for *Public Buildings and Structures* at 2.7 spaces per 1,000 square feet of gross floor area (minimum) and 3.4 spaces per 1,000 square feet of gross floor area (maximum). These ratios are the same for *Office, Administrative Facilities* under 60.30.10.5.A. The applicant also notes that The Round PUD approval allows a 43% reduction in parking for all uses (p.IV-3). According to the applicant, for office uses, this reduces the minimum ratio from 2.7 spaces per 1,000 square feet to 1.5 spaces per 1,000 square feet. Additionally, the applicant identifies the existing parking supply, noting that The Round currently provides 635 parking spaces. According to the applicant, the parking total includes 399 spaces provided in the existing parking structure, 198 spaces within surface lots and 38 spaces along adjacent streets. Where the standard in 60.30.10.5 refers to off-street parking, the existing total number of off-street spaces would be 597.

Applying the Code standard of 2.7 spaces per 1,000 square feet of floor area, staff finds a minimum of 155 spaces required for the amount of the floor area to be occupied by City Hall. Similarly, applying the PUD authorized standard of 1.5 spaces per 1,000 square feet, there would be a minimum of 86 spaces required. The Code standards of 60.30.10.5 do not identify the need for more or less off-street parking specific to the public building use. In this case, the City has an easement to use 355 parking spaces in the 399 space parking structure, developed as part of The Round, thereby satisfying the parking ratio standards as contained in 60.30.10.5.

Staff notes that under Section 60.30.10.7, it may be determined that more parking spaces for motor vehicle and bicycle parking may be required as a condition of Conditional Use. Part of the applicant's response to Criterion D refers to the technical memorandum by Rick Williams Consulting, dated Jun 26, 2013, titled: *Beaverton Round: Demand and Adequacy of Supply Analysis*. In review of this analysis, staff finds the proposed use does not create a

parking demand that exceeds the existing parking supply, as shown by the following facts: 1) that City Hall general services generates a minimum parking demand of 206 spaces per day, and 2) during the peak day hour of operation (1:00p.m.) The Round is estimated to have a parking occupancy rate of about 66%. This includes the parking structure, on-street parking, and off-street parking lots. Additionally, staff notes that upon completion of recently approved surface lot improvements, The Round will have a total of approximately 724 parking spaces. At this time, staff understands that surface parking lots will be made available to City Hall visitors.

As for bicycle parking spaces, the Development Code under Section 60.30.10.5.B identifies standards for *Office, Administrative Facilities* but there is no separate standard for *Public Buildings*. In response to bicycle parking standards, the applicant applies the *Office* standard at one space for every 8,000 square feet of gross floor area. This standard applies for long term and short term spaces. Existing long term bicycle parking is located in the adjacent parking garage with a sufficient number to meet the Code standard. Short term spaces were recently removed for the pedestrian plaza improvements. Fourteen short term bicycle spaces, to the Code standard for *Office*, are to be provided after plaza improvements are complete.

Functional characteristics of the proposal and any impact to other uses in the surrounding area, is evaluated under separate approval criteria. In this case, for parking availability, the abutting garage structure will be made available for City employees, most of which work from 8:00a.m. to 5:00 p.m., Monday through Friday. After 5:00p.m., the parking spaces that were occupied by City employees become available for those attending public meetings that will be held in the new City Council Chambers located on the ground floor. As the floor plans show, the new Council Chambers will be designed to seat 100 people (similar to existing seating number). In addition to the supplemental analysis prepared by Rick Williams Consulting, dated August 21, 2013 (evaluating garage evening capacity), the applicant's materials package contains a table titled *Regular Occurring Meetings at City Hall after 5:00p.m.* This table identifies the average number of people attending various night meetings currently held at City Hall. Staff notes that some level of meeting space is expected to remain at the current City Hall location. Accordingly, some groups identified to the table may continue to use meeting space provided at the current City Hall location.

Based on the evidence provided, staff conclude that the parking supply available at the Round is adequate for the proposed use and that no additional parking is required. Therefore, in response to Criterion D above, staff finds the proposal consistent with the applicable provisions of Chapter 60.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- E. *Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas, as applicable: drainage facilities, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas, and other facilities not subject to maintenance by the City or other public agency.*

Finding: In response to Criterion E, the applicant explains how the City is obligated to provide continued maintenance and repair of the South Office Building to protect the health

and safety of all users. The applicant further notes that the remainder of The Round is under other ownership, for which the City has no obligation except where they either own the parcel or provide some level of responsibility for maintenance of common facilities by agreement. In review of the proposal, the Committee finds that the proposal does not present any barriers, constraints, or design elements that would prevent or preclude required maintenance of the private infrastructure and facilities on site.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- F. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the development.*

Findings: In response to Criterion F, the applicant notes that the subject building is part of a larger Planned Unit Development, in which vehicular and pedestrian circulation patterns were approved in earlier land use applications. Staff concurs and will add that no modifications are proposed to the street system where currently constructed or planned for construction. The extension of SW Rose Biggi Avenue is a street that is planned and approved for construction.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- G. The development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems in a safe, efficient, and direct manner.*

Findings: In response to Criterion G, the applicant refers to the response provided to Criterion F. Staff concurs and will add that no changes are proposed to existing on-site or surrounding circulation systems designed for pedestrians and motorists. To this area of the City, given the proximity of the MAX station at the Round, the City has considered all vehicle and pedestrian circulation systems in the review of past land use applications. As stated above, the scope of this development proposal is limited to a change of use associated with an existing building.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- H. Structures and public facilities and services serving the development site are designed in accordance with adopted City codes and standards and provide adequate fire protection, including, but not limited to, fire flow.*

Findings: The applicant states that the existing facilities were built to City standards as demonstrated in the issuance of building permits at the time of construction. Staff concurs and will add that the City Chief Building Official has inspected the building and found it suitable to serve as a public facility. A building permit is necessary for interior work (mostly plumbing and electrical) and for assembly use of the ground floor. With these minor improvements, the building will be able to comply with all applicable provisions the State of Oregon Building Code, the International Building Code and other relevant Code. Staff also notes that the proposal has been reviewed by Tualatin Valley Fire and Rescue (TVF&R). The Deputy Fire Marshal of TVF&R has identified no concerns in response to the scope of this proposal.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- I. Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate protection from crime and accident, as well as protection from hazardous conditions due to inadequate, substandard or ill-designed development.*

Findings: In response to Criterion I, the applicant states that the existing structures facilities were designed to meet all applicable building and fire code requirements including excavation, grading and other site preparation requirements. Staff concurs and incorporates the findings stated above in response to H.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- J. Grading and contouring of the development site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.*

Findings: Staff refers to the scope of the proposal identified herein. No changes are proposed to the existing finished grade.

**Therefore, the Committee finds this criterion to be not applicable.**

- K. Access and facilities for physically handicapped people are incorporated into the development site and building design, with particular attention to providing continuous, uninterrupted access routes.*

Findings: According to the applicant, the existing buildings were designed to meet all applicable building and fire code requirements related to access per the requirements of the American Disabilities Act. Staff concurs and notes that all ADA facilities are shown to remain. Staff incorporates the findings above as stated in response to Criteria H and I.

**Therefore, the Committee finds the proposal meets the criterion for approval.**

- L. The proposal contains all required submittal materials as specified in Section 50.25.1 of the Development Code.*

Findings: The proposed Conditional Use was deemed complete on August 7, 2013. Thereafter, the applicant provided additional materials within 14 days as described under 50.25. The Committee finds the proposal to have provided all materials as required.

**Therefore, the Committee finds the proposal meets the criterion for approval**

### **Summary**

The Facilities Review Committee finds the proposal to comply with all technical criteria as contained in Section 40.03.

**CODE CONFORMANCE ANALYSIS**  
**Chapter 20 - Land Use and Site Development Standards**  
Regional Center – Transit Oriented (RC-TO) Zoning District

CODE STANDARD	CODE REQUIREMENT	PROJECT PROPOSAL	MEETS CODE?
<b>Development Code Sections 20.20.20</b>			
Conditional Uses	Public Buildings, Services and Uses	City Hall, general municipal services	<b>Yes, if approved</b>
<b>Development Code Section 20.20.15</b>			
Minimum Lot Area	None	Not applicable, no new lots proposed	<b>N/A</b>
Minimum Lot Dimensions	None	Not applicable, no new lots proposed	<b>N/A</b>
Yard Setbacks Minimums:	None	Not applicable, no physical improvements proposed	<b>N/A</b>
Maximum Building Height	120 feet (without an adjustment or variance)	Not applicable, no exterior changes are proposed	<b>N/A</b>

**CODE CONFORMANCE ANALYSIS**  
**Chapter 60 – Special Requirements**

CODE STANDARD	CODE REQUIREMENT	PROJECT PROPOSAL	MEETS CODE?
<b>Development Code Section 60.30.10.5</b>			
<b>Off-Street Parking</b>			
Off-Street Parking (Motor Vehicles)	Ratios for <i>Public Buildings</i> is 2.7 spaces/ 1,000 sq. ft. of floor area (minimum) and 3.4 spaces/1,000 sq. ft. of floor area (max.)	See analysis hereto. Ratios for <i>Public Buildings and Structures</i> are the same for <i>Office, Administrative Facilities</i> (existing use of building). Also, Transit Reductions and Exceptions (60.30.10.11) are acknowledged through past approval.	<b>Yes</b>
Off-Street Bicycle Parking	Short term and long term for <i>office</i> is 1 space/8,000 sq. ft. of floor area (minimum). No separate standard for Public Buildings identified	Existing long term parking is located within the garage. Short term bicycle parking removed for recent plaza upgrade near the building entrance. New short term bicycle parking (for 14 bikes) is to be replaced after upgrades completed.	<b>Yes, per condition</b>
<b>Development Code Section 60.55 - Transportation</b>			
Transportation Facilities	Regulations for transportation facilities and thresholds for TIA	Net new trip generation at 417 trips which is above TIA trip threshold of 200 ADT.	<b>Yes, analysis provided</b>
<b>No other standards in Chapter 60 are relevant given the scope of the Conditional Use proposal</b>			

**ANALYSIS AND FINDINGS FOR  
CONDITIONAL USE APPROVAL  
Beaverton City Hall Relocation to 12725 SW Millikan Way  
CU2013-0004**

**Section 40.15.15.3.C Conditional Use Approval Criteria:**

*In order to approve a New Conditional Use application, the decision making authority shall make findings of fact based on evidence provided by the applicant demonstrating that all the following criteria are satisfied:*

**1. *The proposal satisfies the threshold requirements for a Conditional Use application.***

Findings: Staff refers to the applicant's document titled: *Application for Type 3 Conditional Use Review to Relocate the Beaverton City Hall to the South Office Building at The Round*, dated July 2013. Response to the Conditional Use approval criteria is found on pages IV-9 and VI-10 of this document. The applicant's response is incorporated hereto as findings in support of the Conditional Use approval criteria.

In response to Criterion No. 1, the applicant correctly identifies the proposed use as conditional in the RC-TO zone. The use description "Public Buildings, Services and Uses" is identified in Section 20.20.20 (Land Uses) of the Development Code. Staff also finds the use description consistent with the Development Code definition for "Public Buildings" found in Chapter 90.

**Therefore, staff finds the proposal meets the criteria for approval.**

**2. *All City application fees related to the application under consideration by the decision making authority have been submitted.***

Findings: Staff confirms that the required fee for this application has been submitted.

**Therefore, staff finds the proposal meets the criterion for approval.**

**3. *The proposal will comply with the applicable policies of the Comprehensive Plan.***

Findings: In response to Criterion No. 3, the applicant refers to the Pre-Application Conference Notes of May 29, 2013 (Appendix A of the materials package). On page 4 of the Pre-Application document, staff refers to CUP Criterion No. 3 and states that no policies appear potentially applicable given the scope of this proposal. Prior to the Pre-Application Conference, staff reviewed the Comprehensive Plan and found no policies relevant to the proposal. In review of the materials prepared for Conditional Use, staff confirms and therefore finds that no policies are applicable. Because no policies are applicable, the criterion is therefore not applicable.

**Therefore, staff finds the criterion to be not applicable.**



**4. *The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.***

Findings: In response to Criterion No. 4, the applicant refers to specifications of the existing building completed in 2002. According to the applicant, if the same floor space were not occupied by the City, it would be leased to other public and private office uses, with similar operational characteristics. The applicant also describes the surrounding site to be urban in character, befitting the PUD plan approved for The Round. The applicant also states that South Office Building has the capacity to accommodate the new City Hall in addition to other uses.

Staff concurs with the applicant's findings in response Criterion No. 4. As previously stated, no exterior changes are necessary to the existing building. Certain changes are necessary to the building interior. These changes are described in the staff response to Section 40.03 (Facilities Review) under Criterion H. Staff also finds these interior building changes to be negligible and feasible for the applicant to accomplish in order to accommodate the proposal.

**Therefore, staff finds the proposal meets the criterion for approval, subject to conditions.**

**5. *The location, size, and functional characteristics of the proposal are such that it can be made reasonably compatible with and have minimal impact on livability and appropriate use and development of properties in the surrounding area of the subject site.***

Findings: In response to Criterion No. 5, the applicant refers to the pre-existing conditions of the site and refers to findings prepared in response to Criterion D of Facilities Review in response to off-street parking. Staff concurs and incorporates the technical analysis prepared by Rick Williams Consulting dated June 26, 2013, titled *Beaverton Round: Demand and Adequacy of Supply Analysis* (Appendix C) as findings in response to Criterion No. 5. Staff also incorporates the supplemental analysis prepared by Rick Williams Consulting dated August 21, 2013, titled *The Round Garage – Evening Parking Capacity* as findings in response to Criterion No. 5. Staff also incorporates the applicant's response to questions asked by staff, dated August 21, 2013, prepared by The Bookin Group. Under Appendix B of the applicant's materials package, staff incorporates the applicant's transportation impact analysis, dated June 13, 2013, by Kittelson and Associates, Inc., titled: *Beaverton City Hall Relocation of General Services Transportation Impact Analysis – Beaverton*.

Staff also refers to the findings prepared in response to Section 40.03 and specifically findings in response to Criteria A and D. As previously stated in response to Criterion D of 40.03, staff finds the proposed use does not create a parking demand that exceeds the existing parking supply. Staff refers to the analysis prepared by Rick Williams in support of this finding. In this case, because the parking and transportation analysis is based on the limited scope of the proposal, to total floor area of 57,500 square feet, staff recommends a condition of approval identifying the total floor space for City Hall and acknowledging that future increases in floor area would be subject to separate Conditional Use consideration or other applicable land use application, consistent with the thresholds for modification as described in the Development Code.

Staff conclude that the proposed use will be reasonably compatible with the surrounding area and will not adversely affect the livability of that area. Notice of the proposed use has been posted on site and notice was also mailed to all property owners in a 500-foot vicinity for at least

20 days prior to the scheduled hearing date. To date, staff has received no written comments in response to required notices.

**Therefore, staff finds the proposal meets the criterion for approval, subject to conditions.**

**6. *Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.***

Finding: The applicant submitted all documents related to this request for a Conditional Use approval. There are no other land use applications associated with this proposal. The applicant's response to Criterion No. 6 identifies building permits necessary for tenant improvements associated with the relocation, but no other requirements.

**Therefore, staff finds the proposal meets the criterion for approval, subject to conditions.**

SUMMARY OF FINDINGS:

Based on evidence provided by the applicant and the findings herein, staff finds the proposal to meet the applicable approval criteria for Conditional Use (Section 40.15.15.3.C of the Development Code).

RECOMMENDATION:

Based on the facts and findings presented, staff recommends **APPROVAL** of **CU2013-0006 (Beaverton City Hall Relocation)** subject to the conditions of approval identified in Attachment C of this report.

**CONDITIONS OF APPROVAL**  
**Beaverton City Hall Relocation to 12725 SW Millikan Way**  
**CU2013-0006**

1. A Building Permit through the City will be required for interior modifications to the existing structure as determined by the City Building Official and as described under permit. (BR/Building)
2. Conditional Use approval recognizes the floor space of City Hall at 57,500 square feet. Future increases in floor area will be subject to separate Conditional Use consideration, consistent with thresholds for modification as described in the City Development Code. (SW/Planning)
3. Near the main building entrance, short term bicycle parking is to be provided, accommodating space for at least 14 bicycles. Bicycle parking is to meet City Bicycle Parking Standards of the City Engineering Design Manual, Section 740. Short term bicycle parking is to be in place at the time when City Hall is open to the public (SW/Planning).

